



Competitive Bid Procedures for Meal Service Contracts **under \$150,000**

- Sponsors must use the bid prototype included in this packet if the food service contract has a total aggregate value of less than \$150,000. (If the contract will exceed \$150,000, please contact the Bureau of Community Food and Nutrition Assistance (CFNA) at 888-435-1464 for the correct bid packet.)
- Contracts for less than \$150,000 are not required to follow the formal Invitation for Bid (IFB) process, however it is the sponsor's responsibility to ensure that competitive procurement procedures are followed.
- **Site Information** (Schedule A)- List the site names, addresses, delivery locations, times of meal service, and days of operation. If single deliveries for multiple meals (e.g., breakfast and lunch) state how the sponsor will be storing the meals.
- **Cycle Menu** (Schedule B)- Develop, at a minimum, a two-week cycle menu and insert it into Schedule B of the bid packet. Program regulations specify minimum meal pattern requirements, but sponsors may improve upon these minimums to increase the variety and appeal of menus. **Do not let potential bidders provide the menus.** Each potential bidder must be given a fair and equal opportunity to bid on the SAME meals. Resources needed to develop the menus include:
 - Food Chart – Summer Food Service Program, <http://www.dhss.mo.gov/sfsp/Forms.html>
 - Nutrition Guidance for Sponsors, <http://www.dhss.mo.gov/sfsp/Laws.html>
 - Creditable Foods Guide, <http://www.dhss.mo.gov/sfsp/Laws.html>
- Food specifications must describe the sponsor's needs in clear and precise language. **The specifications should not include information which could restrict competition.** Restriction of competition might include the use of brand-name products or a description of a product that may limit the bid to one supplier.
- Contact at least three reputable Food Service Management Companies and obtain price quotes on the meals you propose to serve (Attachment 1). You will need to supply the bidders with your menus (Schedule B), all other information required in Schedule A, and the SFSP meal pattern requirements (Schedule C).
- Choose the company that offers the best quality meals at the lowest price. Sign a contract with the company using the contract prototype provided by MDHSS-CFNA.

- Document the information and price quotes obtained from the companies contacted on the Documentation of Vendor Contact attachment. The award of the contract goes to the lowest bidder unless the sponsor has documentation and justification to support awarding the bid to someone other than the lowest bidder. Any bid that the sponsor wishes to accept that is not the lowest bid must have the approval of CFNA **prior to acceptance.**
- **Send a copy of the Documentation of Vendor Contact, the accepted bid and the completed and signed contract to CFNA.**
- The sponsor is ultimately responsible for assuring that all requirements are being met by the food service management company, including the responsibility for maintaining menus and production records. These records should be collected by the sponsor on a weekly, or no less than monthly, basis. The records should be reviewed for accuracy and adequacy to assure the meals meet minimum requirements.

Refer to the Vended Sponsor's Guide (available at <http://www.dhss.mo.gov/sfsp/Laws.html>) for more information.

Missouri Department of Health and Senior Services
Bureau of Community Food and Nutrition Assistance
Summer Food Service Program
2012

**FOOD SERVICE CONTRACT/AGREEMENT PROTOTYPE
PRIVATE NON-PROFIT OR PUBLIC SPONSORS
CONTRACTS LESS THAN \$150,000**

This agreement is made and entered into by and between

(Name of Sponsor)
and

(Name of Contractor)

The Contractor agrees to furnish meals as ordered by the Sponsor for the period of:

_____ To _____
(Beginning Date) (Ending Date)

based on the following:

	Estimated Number of Servings Per Day	Estimated Number of Serving Days	Unit Price	Total Price
Breakfast				
Lunch				
Snack				
Supper				

The contractor agrees to deliver _____ unitized meals _____(inclusive/exclusive) of milk on a daily basis to the location(s) during the timeframes indicated on the delivery schedule attached which becomes a part of this Agreement (Schedule A).

The unit prices submitted are based on the cycle menu attached (Schedule B), which becomes a part of this Agreement. The meals furnished shall meet or exceed requirements as specified in Schedule C, attached, and in Chapter 7, Section 225.16 of the Code of Federal Regulations, attached copy of which is a part of this agreement.

Notification of any changes in approved sites will be made by the Sponsor not less than __ days prior to the day of delivery of the meals. The Sponsor reserves the right to increase or decrease

the number of meals ordered on a ____ hour notice or less if mutually agreed upon between the parties of this Agreement.

The Contractor agrees to package and deliver meals in containers that meet local health standards. Potentially hazardous foods shall be maintained at temperatures less than 41 degrees Fahrenheit or at 140 degrees Fahrenheit and above during transport. The Contractor assures that it has State or local health certification at the preparation facility and assures that health and sanitation requirements will be met at all times. If requested, the Contractor agrees to provide meals for periodic inspection to determine bacteria levels.

The Contractor shall attach a ticket with each delivery specifying the quantity of meals, by type (breakfast, lunch, snack, supper) that are provided. The Contractor shall submit an itemized invoice to the Sponsor _____ (i.e., weekly, monthly), which specifies the quantity of meals by type delivered during the preceding _____ (i.e., week, month), with a copy of each delivery ticket attached.

The Contractor agrees to maintain all records (supported by invoices, menus, production records, receipts, etc.) that the Sponsor needs to meet its responsibilities under the Regulations. These records shall be available for inspection and audit by representatives of the Sponsor, Missouri Department of Health and Senior Services, U.S. Department of Agriculture, and the U.S. Government Accounting Office at any reasonable time and place up to three years from the date of receipt of final payment, or until final resolution of any audits.

Payment shall not be made for any meals that do not meet requirements of Section 225.16 of the Regulations, are spoiled or unwholesome at the time of delivery, delivered outside of agreed upon delivery time, or do not otherwise meet the requirements of this Agreement.

The contractor shall be paid by the Sponsor for all meals delivered in accordance with this contract and SFSP regulations. However, neither USDA nor the State agency assumes any liability for payment differences between the number of meals delivered by the contractor and the number of meals served by the Sponsor that are eligible for reimbursement.

The Institution shall have the option to cancel this contract if the Federal government withdraws funds to support the Summer Food Service Program. It is further understood that, in the event of cancellation of the contract, the Sponsor shall be responsible for meals that have already been assembled and delivered in accordance with this Agreement.

This Agreement may be terminated by either party upon _____ days written notification. This Agreement is hereby executed by the following parties as of the date indicated below:

Contractor Official's Signature

Sponsor Official's Signature

Title Date

Title Date

DOCUMENTATION OF VENDOR CONTACT

FOOD CONTRACTS LESS THAN \$150,000

Instructions: Completed form to be sent to the State agency with the Food Service Management Contract

	Vendor Name Address Telephone Contact Person	Date of Contact	Method of Contact (phone, fax, in person, etc.)		Price Per Meal			Total Price Quote
				Meal	Unit Price	Estimated Servings per Day	Estimated Number of Days	
VENDOR 1				Breakfast				
				Lunch				
				Snack				
				Supper				
VENDOR 2				Breakfast				
				Lunch				
				Snack				
				Supper				
VENDOR 3				Breakfast				
				Lunch				
				Snack				
				Supper				

SCHEDULE A

SUMMER FOOD SERVICE PROGRAM MEAL SERVICE SITES

[illegible]

SCHEDULE B

SUMMER FOOD SERVICE PROGRAM
SPONSOR NAME: _____
_____ ¹ DAY MENU CYCLE ²

BREAKFAST	Monday	Tuesday	Wednesday	Thursday	Friday
Fluid Milk					
Juice, Fruit, or Vegetable					
Grain/Bread					
Other Foods					
SNACK <i>Serve 2 of 4 components</i>					
Fluid Milk					
Juice, Fruit, or Vegetable					
Grain/Bread					
Meat or Meat Alternate					
Other Foods					
LUNCH/SUPPER					
Fluid Milk					
Fruit and/or Vegetable (2 servings)					
Grain/Bread					
Meat or Meat Alternate					
Other Foods					

¹ Sponsor shall enter and attach a menu for the number of days in the complete cycle, using additional pages as needed. Minimum 10-day cycle recommended.

² Sponsor shall attach a menu cycle for each site, unless menu is the same for all sites.

SCHEDULE C

SUMMER FOOD SERVICE PROGRAM USDA REQUIRED MEAL PATTERNS

The meal requirements for the Summer Food Service Program (SFSP) are designed to provide nutritious and well-balanced meals to each child. Except as otherwise provided in Section 225.16(b) of the SFSP regulations, the following table presents the minimum requirements for meals served to children in the Program.

BREAKFAST (Required Components: Milk, Vegetable/Fruit, Bread/Bread Alternate)

Component	Food Item	Minimum Serving Size
Milk	Fluid Milk	1 cup (1/2 pint)
Vegetables and Fruits	Vegetables and/or fruits or Full-strength vegetable or fruit juice or An equivalent quantity of any combination of vegetables, fruits, and juice	1/2 cup 1/2 cup (4 fluid ounces)
Bread and Bread Alternates	Bread (whole-grain or enriched) or Bread alternates (whole grain or enriched): cornbread, biscuits, rolls, muffins, etc. or cooked pasta or noodle products or cooked cereal or cereal grains, such as rice, corn grits, or bulgur or cold dry cereal or An equivalent quantity of a combination of bread or bread alternates	1 slice 1 serving 1/2 cup 1/2 cup 3/4 cup or 1 ounce, whichever is less
Meat and Meat Alternates (optional , serve as often as possible)	See lists under Lunch or Supper	1 ounce

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SNACK (Choose two of the four components listed)

Component	Food Item	Minimum Serving Size
Milk	Fluid Milk	1 cup (1/2 pint)
Vegetables and Fruits	Vegetables and/or fruits or Full-strength vegetable or fruit juice or An equivalent quantity of any combination of vegetables, fruits, and juice <i>Note: Juice cannot be served when milk is the only other component served at snack.</i>	$\frac{3}{4}$ cup $\frac{3}{4}$ cup
Bread and Bread Alternates	See food item list under Breakfast, above	See minimum serving sizes under Breakfast, above
Meat and Meat Alternates	Lean meat or poultry or fish or Meat Alternates: Cheese or Egg or Cooked dry beans or peas or Peanut butter or other nut or seed butters or Nuts and/or seeds or Yogurt (plain, sweetened, or flavored) or An equivalent quantity of any combination of meat or meat alternates	1 ounce (edible portion as served) 1 ounce 1 large $\frac{1}{4}$ cup 2 tablespoons 1 ounce $\frac{1}{2}$ cup (4 ounces)

SCHEDULE C, page 3

LUNCH OR SUPPER (Required Components: Milk, Meat/Meat Alternate, Vegetable/Fruit, Bread/Bread Alternate)

Component	Food Item	Minimum Serving Size
Milk	Fluid Milk	1 cup (1/2 pint)
Meat and Meat Alternates	Lean meat or poultry or fish or Meat Alternates: Cheese or Egg or Cooked dry beans or peas or Peanut butter or other nut or seed butters or Nuts and/or seeds or An equivalent quantity of any combination of meat or meat alternates	2 ounces (edible portion as served) 2 ounces 1 large 1/2 cup 4 tablespoons ³ 1 ounce = 50% ⁴
Vegetables and Fruits	Vegetable and/or fruits (2 or more selections for a total of 3/4 cup) or Full-strength vegetable or fruit juice or An equivalent quantity of any combination of vegetables, fruits, and juice <i>Note: Juice cannot be counted to meet more than 1/2 of this requirement.</i>	3/4 cup 3/4 cup
Bread and Bread Alternates	Bread (whole-grain or enriched) or Bread alternates (whole grain or enriched): cornbread, biscuits, rolls, muffins, etc. or cooked pasta or noodle products or cooked cereal grains, such as rice, corn grits, or bulgur or An equivalent quantity of a combination of bread or bread alternates	1 slice 1 serving 1/2 cup 1/2 cup

*NOTE: The serving sizes of food specified in the meal patterns are minimum amounts. If the Missouri Department of Health and Senior Services (MDHSS) approves the sponsor to serve smaller portion sizes to children less than 6 years of age, the sponsor must meet the meal patterns specified in the Child and Adult Care Food Program (CACFP) regulations. You can obtain a copy of these regulations from the MDHSS. Children over 6 years old may be served larger portions, but not less than the minimum requirements specified in the SFSP regulations. Remember that you will **not** receive reimbursement for meals that do not meet the minimum program requirements.*

³ No more than one-half of the requirement shall be met with peanut butter. An additional meat/meat alternate must be served.

⁴ No more than one-half of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement.